

Consultant Invoice Procedures For Maricopa County Department of Transportation

By Barbara C. Hummell, Article 5 Program Administrator

Maricopa County Department of Transportation is making changes to their consultant invoicing procedures. Please follow these procedures to ensure payment with Maricopa County Department of Transportation (MCDOT):

1. Submit all invoices to your MCDOT Project Manager.
2. Project Manager is responsible for reviewing & approving your invoices.
3. Make sure the following invoice information is correct:
 - a. Contract number
 - b. Work order number
 - c. Dates of service
 - d. Retention
 - e. Hourly rates
 - f. Submit MWBE information (if applicable)
4. Use the invoice format submitted in your contract.
5. Some minor corrections might be made by the Project Manager, otherwise the invoice will be returned to the consultant for correction.
6. Remember to bill sequentially and only if the work was performed.
7. Bill monthly and sign with current date.
8. Submit backup documentation.
9. Make sure your firm is registered with your financial data (see attachment).
10. Follow-up with your project managers.

If you have questions, please email Barbara Hummell at bch@mail.maricopa.gov

Please note: On November 22, 2004, Maricopa County changed its Article 3 vendor registration process with the Materials Management Department. W-9's and Vendor application forms will no longer be accepted. Their vendor registrations will only be accepted through the website at <http://www.maricopa.gov/materials/>

This new process affects payment information and is not a part of the Article 5 Consultant Register. If you have any questions, email Materials Management at VendorReg@mail.maricopa.gov